National Aeronautics and
Space Administration

Ames Research Center
Moffett Field, California 94035

Electronic Purchase Request System
Quick Reference Card

• Bank Card Initiators' Instructions •

Available online at
http://george.arc.nasa.gov/cf/bnkcrd/bankcard.html

Business Systems Group

Version 4.0

January 1998

Using ePR for Funding Bank Card Purchases

What is ePR?

The Electronic Purchase Request (**ePR**) system is a computerized alternative to using the paper version of Ames' purchase request form (ARC 31). This system allows you to fill out, submit, and track bank card PRs and other types of PRs electronically using a desktop computer running Windows or Mac OS. (For best results with Windows, use Windows 95 or Windows NT.) Using the **ePR** system helps speed the submission and approval of purchase requests.

Bank Card PRs vs. Other Kinds of PRs

The **ePR** system treats bank card PRs differently from other kinds of PRs. Although many of the same windows are used, the rules that apply to these windows are different. The following two sections "How is ePR Used for Bank Cards?" and "Bank Card PR Definitions" describe many of the differences.

How is ePR Used for Bank Cards?

Bank card PRs let you control the amount of funding reserved for bank card purchases. Typically, you submit your first bank card PR at the beginning of the fiscal year. This bank card PR should reserve (i.e., commit) funds for at least four to six months' worth of estimated bank card charges for various categories of articles and services.
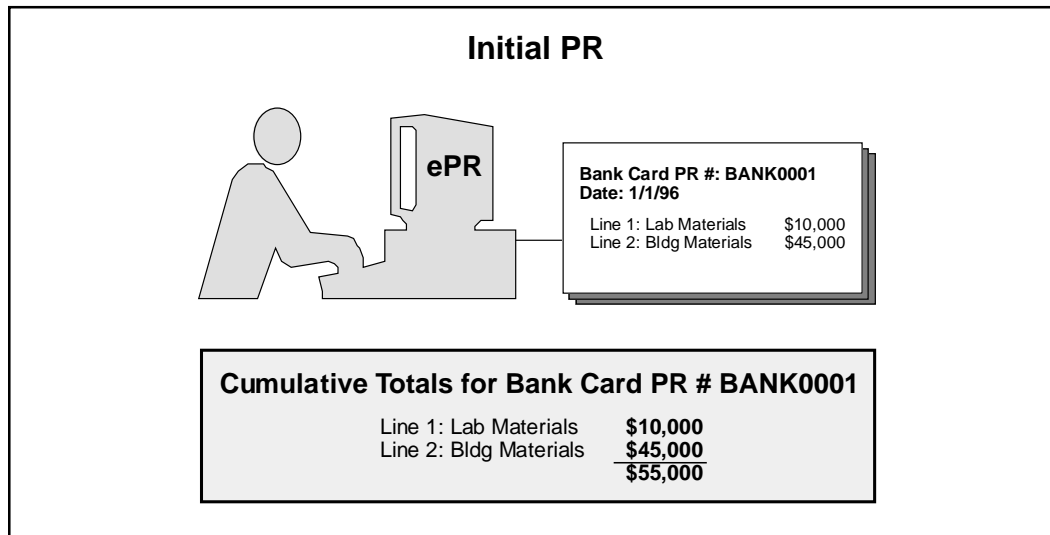
Throughout the fiscal year, you can submit additional bank card PRs to match the actual charges you've made and your new expectations for future bank card charges. These additional PRs, called **modification PRs**, can increase or decrease funding for established categories of articles or services; they can also commit funds for new categories of articles or services.
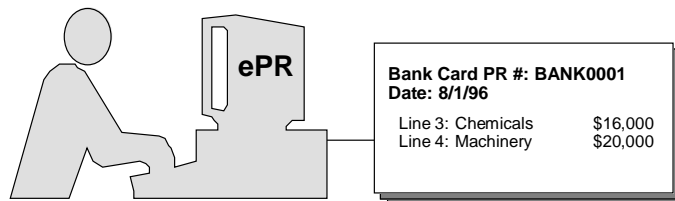
First Modification PR
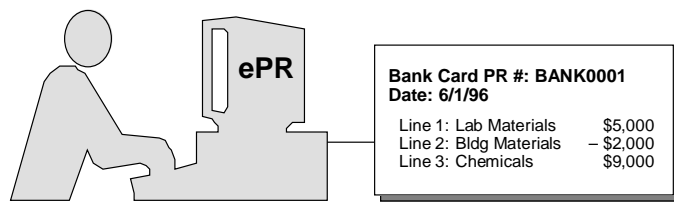
ePR

Bank Card PR #: BANK0001
Date: 6/1/96

Line 1: Lab Materials $5,000
Line 2: Bldg Materials − $2,000
Line 3: Chemicals $9,000

Cumulative Totals for Bank Card PR # BANK0001

Line 1: Lab Materials	**$15,000**
Line 2: Bldg Materials	**$43,000**
Line 3: Chemicals	**$9,000**
	$67,000

Second Modification PR

ePR

Bank Card PR #: BANK0001
Date: 8/1/96

Line 3: Chemicals $16,000
Line 4: Machinery $20,000

Cumulative Totals for Bank Card PR # BANK0001

Line 1: Lab Materials	**$15,000**
Line 2: Bldg Materials	**$43,000**
Line 3: Chemicals	**$25,000**
Line 4: Machinery	**$20,000**
	$103,000

Bank Card PR Definitions

- **Bank card PR numbers** – A bank card PR number is a four-digit number prefixed with BANK. (It is different from the number imprinted on your bank card.) The Purchasing Office (Code JAA) issues a unique bank card PR number to each bank card user during Code JAA's bank card training. Use this number each time you open a bank card PR. Only you are authorized to use your bank card PR number.

- **Bank card PR line items** – Each bank card PR that you create may have one or more line items. A line item is used to commit or decommit funding for a category of articles or services. Each line item consists of a unique combination of accounting and descriptive information. When you add a new line item, the **ePR** system assigns a number to the line item. This number will always be associated with this line item information on your bank card PRs. (See the examples on pages 2 and 3 of this quick reference card.)

- **Working vs. Submitted bank card PRs** – Bank card PRs, like other PRs, go through two stages in the **ePR** system. The first stage is the "working" stage, which is when you're filling out the bank card PR and deciding what should go on it. When you submit the bank card PR, it enters the "submitted" stage, in which the PR is automatically routed to the people who need to approve your PR. The **ePR** system uses the same bank card PR number for both working and submitted PRs.

Logging On

1. Double-click the **ePR** icon.

2. Tab to the Password box and type your password.

3. Read the warning and click **OK**. You see the **ePR** logo screen.

○ Your password is case-sensitive. Be sure to type it exactly.

○ To enter a new password, choose **Change Password** from the File menu. Keep your password secure by choosing a password that consists of both letters and numbers. Don't choose an obvious password, such as your first or last name.

○ If you forget your password, call the Business Systems Help Desk at 4-6877.

Opening a Bank Card PR

1. From the PR Menu, choose **Working PR**.

2. On the Working PR List, click **BankCard**.

3. Type your four-digit bank card PR number and click **OK**. You see the Working PR Entry window. The top half of the window is filled in for you automatically.

○ Each bank card PR that you open is treated as a separate PR that you can track through the approval and routing process.

○ The initiator information for a bank card PR comes from your preferences. You can type over this information. To change your preferences for all new PRs, choose **Preferences** from the File menu. Then type over the information you want to change.

Entering Line Item Information

1. After you've opened a bank card PR, click anywhere in the section on the Working PR Entry window for entering line items.

2. Do you want to add a new line item or adjust the dollar amount of an existing line item?

   • To add a new line item, click **Add Line**.

   • To adjust the dollar amount of an existing line item, click **Mod Line** and select the desired line item from the Submitted BankCard Totals window.

3. Fill out the line item.

4. Repeat steps 2 and 3 for other line items.

5. Provide the requested information on page 2 of the PR and check the appropriate boxes on page 3.

6. Click **Save**.

○ If you're not sure whether a line item already exists for a particular product or service, click **Mod Line**. You see a list of line items used on the bank card PRs you've submitted.

○ To move to the next input blank, press the **Tab** key. To change pages, click **Next Pg.** and **Prev Pg.** or choose the page number from the selection list at the top of the window.

○ For ORG and Object Class, the double check marks mean you can double-click in the input blank to choose from a list of values.

○ For Description of Articles or Services, the scroll arrows let you move up and down through the text. You can also scroll up and down by placing your cursor in the text and pressing the up and down arrow keys.

○ PR Total is the sum of the estimated costs of all items entered on the PR. Each line item has a Submitted Total, which is the total amount previously submitted for this line item on your other bank card PRs.

○ If you forgot to enter required information or if you entered incorrect information, the **ePR** system alerts you when you click **Save** (step 6). Click **Yes** to view error or warning messages, or click **No** to save the bank card PR as is. The **ePR** system won't let you submit PRs that have errors.

○ When you add a line item, the next unused number appears in the line item (LN) column.

Attaching an Enclosure

1. Select a PR on the Working PR List or a submitted PR on the PR List.
2. Click **Enclosure.**
3. Click **Add**.
4. Select a file from the list of files accessible from your desktop computer.
5. Click **Open**. You see the Enclosure Selection List window listing all of the files attached to the PR.
6. Click **Done**.

○ You can delete enclosures for working PRs but not for submitted PRs.
○ To add more than one enclosure to a PR, click **Add** after completing step 5.

Submitting a Bank Card PR

1. From the PR Menu, choose **Working PR**.
2. Select the bank card PR you want to submit from the Working PR List.
3. Click **Submit**. The PR is routed to the PR approver for your organization and is removed from the Working PR List. PR approvers are notified via e-mail when a PR is awaiting their approval.

○ You can submit a PR with warnings but not errors.
○ If you submit all of your working PRs, you'll see the message "There are no selected records for: Working PR."
○ To see a list of the PRs you've submitted, choose **Submitted PR** from the PR Menu. You see the PR List. To see the expected routing for a PR, select it from the PR List and click **Preview**.
○ You can track bank card PR submissions as they go through the approval process. See "Tracking a Submitted Bank Card PR" on page 8.

Tracking a Submitted Bank Card PR

1. From the PR Menu, choose **Submitted PR**.

2. From the PR List, select the bank card PR you want to track.

3. Click **Tracking**. You see the PR Routing History window.

○ The PR Routing History window shows who the bank card PR has been routed to, when it was available for review, and when it was approved or disapproved. The status **Pending Approval** identifies the approver who needs to approve the PR next.

Shifting Money Between Line Items

1. Open a new bank card PR. (See page 5 for the steps.)

2. Click **Mod Line** and choose the line item you want to take money from.

3. For the line item you want to take money from, enter the amount you want to decrease it by. Make sure you include the minus sign (–).

4. Click **Mod Line** again and choose the line item you want to shift money to.

5. For the line item you want to shift money to, enter the amount you want to increase it by.

6. Enter information for the fields on pages 2 and 3 of the bank card PR.

7. Click **Submit**.

○ You can shift money only from line items that have a Certified Total greater than zero. (The Certified Total is shown on the Submitted BankCard Totals window that appears when you click **Mod Line**.)

○ When you shift money between different line items, you're changing the cumulative total dollar amount reserved for these line items.

○ As you shift money between line items, the dollar amounts in the Submitted Total column do not change. These dollar amounts are how much Financial Management has certified, not how much you have submitted.

Changing the Total Dollar Amount for a Line Item

1. Open a new bank card PR. (See page 5 for the steps.)

2. Click **Mod Line** and select the line you want to change.

3. Enter the dollar amount you want to increase or decrease the line item by. Include a minus sign (–) for negative amounts.

4. Enter information for the fields on pages 2 and 3 of the bank card PR.

5. Click **Submit**.

○ You can change the dollar amount only for line items that have a Certified Total greater than zero. (The Certified Total is shown on the Submitted BankCard Totals window that appears when you click **Mod Line**.)

○ Since the totals for line items are cumulative, the amount you increase or decrease a line item by affects its overall total.

○ If you want to move money between line items, see "Shifting Money Between Line Items" on page 8.

Deleting an Existing Line Item

1. Open a new bank card PR. (See page 5 for the steps.)

2. Click **Mod Line** and select the lines you want to delete.

3. "Zero out" the line items by entering a negative dollar amount that makes the submitted total for the line item equal to zero.

4. Enter information for the fields on pages 2 and 3 of the bank card PR.

5. Click **Submit**.

○ The only information you can change for a line item is the dollar amount. Therefore, deleting is useful when you've submitted a line item with an incorrect job order, object class, program year, or description.

○ The "zeroing out" approach is the preferred method for deleting line items. Although you could also cancel the entire PR, provided it hasn't gone through the entire approval process, "zeroing out" line items causes less confusion for approvers.

Cancelling a Submitted Bank Card PR

1. From the PR Menu, choose **Submitted PR**.

2. Select the PR you want to cancel from the PR List and click **Delete**.

3. To confirm the deletion, click **OK** on the alert box.

4. If you want the PR copied to your Working PR List, click **OK** on the alert box. Then you can make changes and resubmit it.

5. Inform the appropriate approvers in your organization (e.g., branch chief, technical assistant) that you cancelled the PR.

○ You cannot cancel a PR after the FM Approver from Financial Management has approved it.

○ Although cancelled PRs are removed from the approval process, they remain on your PR List. **PR Deleted** appears in the Next Approver column.

Processing a Disapproved Bank Card PR

1. From the PR Menu, choose **Submitted PR**.

2. Select the disapproved PR (value for Next Approver is DisApproved) and click **Comment** to see the reason the PR was disapproved.

3. Open the PR by double-clicking it.

4. Make the changes requested by the approver.

5. Click **Save**.

6. When the PR Menu appears, click **Resubmit**.

○ The **ePR** system sends you an e-mail message when an approver disapproves one of your PRs.

Checking Total Dollars for Bank Card PR Line Items

1. From the PR Menu, choose **PR Reporting**.

2. On the PR List, click **BankCard**.

3. Type your bank card PR number in the box provided and click **OK**. You see a PR Entry window listing all line items for your bank card PR number.

◉ The PR Entry window you see after completing step 3 lists all line items for your bank card PR number. Each line item has two dollar amounts that reflect current totals. Uncertified Total is the total amount that's been submitted but hasn't yet been certified by Financial Management. Certified Total is the total amount that's been certified.

◉ The Print button lets you print a report containing the information shown on the PR Reporting window.

PR Reporting

NASA/Ames Research Center
PR Entry

NASA

Bank Card PR Number	PR Type	PR Description
BANK0014	BANKCARD	Bank Card Transactions

Initiator Information
Name : Joe Smith
Mail Stop : 233-16
Phone : (415) 604-6543

Note: The data shown is a summarization of all transactions (Initials and Mods) for each line item of the bankcard.

JobOrder	PY	Object Class	LN	Description of Articles or Services	Uncertified Total	Certified Total
Q3289TE	96	26280	1	ADP Software	$0.00	$3,346.28
Q3289TE	96	26280	2	ADP software	$0.00	$4,000.00
Q3289TE	96	26284	3	ADP equipment	$0.00	$1,800.00
Q3289TE	96		4	Office supplies	-$200.00	$200.00
Q3289TE	97	3132A	5	ADP COTS software	$0.00	$850.00
Q3289TE	97	3132A	6	ADP COTS software	$0.00	$150.00
Q3289TE	97		7	ADP Software	$200.00	$0.00

Logging Off

1. Close all **ePR** windows and return to the **ePR** logo screen.

2. From the File menu, choose **Quit**.

◉ To close **ePR** windows, you may either click the close box or click **Done**. (On some windows, **Cancel** may be available in place of **Done**.)

Common ePR Bank Card Questions

How can I change a line item on a bank card PR that I submitted?
To change the dollar amount, see "Changing the Total Dollar Amount for a Line Item" on page 9. To change nondollar information, see "Deleting a Line Item on a Submitted Bank Card PR" on page 9. However, if your org approver hasn't yet approved your bank card PR, you have two other options for changing information:

• Ask your org approver to make the changes for you. Org approvers can change all information on a bank card PR before approving it.

• Cancel the bank card PR submission. Then open a new bank card PR, enter all line item information correctly, and resubmit it. See "Cancelling a Submitted Bank Card PR" on page 10 for more information.

Can I use more than one job order on a bank card PR?
Yes. However, if you want to use more than one job order to reserve funds for the same category of articles and services, you need to create separate line items with the same description but different job orders.

I received an e-mail message about a disapproved bank card PR from the address ePR@mail.arc.nasa.gov. Who is this and how can I contact him or her to find out why my PR was disapproved?
This e-mail address is not an individual's address. It's an e-mail account that acts as a clearinghouse for sending e-mail messages to initiators when someone disapproves a PR. To find out why your PR was disapproved, follow the instructions in "Processing a Disapproved Bank Card PR" on page 10.

How can I find out who has approved my bank card PR and who needs to approve it next?
The **ePR** system has a tracking option available on the PR List window. See "Tracking a Submitted PR" on page 8 for instructions.

Getting Help

• **Business Systems Help Desk** – Call the Help Desk at extension 4-6877 if you need help using **ePR**, if you forget your password, or if you encounter other system-related problems.

• **Financial Management** – If you have questions about the accounting information for bank card PRs, call the accountant responsible for bank card information at 4-5309 or the Code CFS branch chief at 4-1141.

• **Balloon help for Macs** – When balloon help is turned on (on the menu bar), "balloons" appear with help about the field the cursor is currently over. Available for some fields, mostly on pages 2 and 3 of bank card PRs.

Using EZReport with the ePR System to Track Bank Card Purchases in COAD

Overview of the Bank Card Process

The following diagram describes the bank card process and highlights the roles of EZReport and the **ePR** system.

1. FUND BANK CARD

Using ePR you can:

• Set aside funds for use with your bank card.

• Make sure funds are certified.

(In EZReport, a commitment now appears for a PR line item.)

2. MAKE PURCHASES

As long as funds are available and certified for the appropriate line item, you can use your bank card to purchase goods and services.

Track purchases on your log sheet. Do not exceed available funding.

5. ADJUST FUNDING

If you have spent nearly all of the committed funds for a line item, you may need to:

• MODIFY lines to add money to an existing JO/Object Class.

• ADD lines for a new JO/Object Class.

Commit funds and make sure funds are available and certified BEFORE you buy something. (Step 1.)

3. RECONCILE BILL

• Check statement against your log sheet.

• Check EZReport. Verify that your commitments have gotten into COAD and check what has been paid out following your last statement. EZReport "balances" your log sheet.

4. SUBMIT STATEMENT

Submit statement of account by 13th of month. Financial Management pays your bill.

(In EZReport, an obligation, accrual, and disbursement appear for a PR line item.)

Definitions of Financial Terms

- **Commitment** - Firm reservations of funds for a purpose. On a bank card PR, you are making a request to commit funds from a job order for a particular purpose. You must commit funds before buying things.
- **Certified Funds** - When your bank card PR is received by Financial Management, the Financial Management (FM) Approver verifies that the job order has allotment and program authority to fund the request. You can only plan to spend certified funds.
- **Obligation** - Contractual agreement to pay a supplier. Each receipt you get for a bank card purchase is an obligation to pay them. The bank card statement is a summary of your obligations for a month.
- **Accrual** - Receiving goods or services. Bank cards allow you to obligate and accrue (get a receipt and the goods) very quickly.
- **Disbursement** - Payment of an invoice. Financial Management generates a disbursement each time you submit your bank card statement and pays your credit card bill.
- **COAD** - Ames' mainframe accounting system used to control and manage funding and expenditures, including purchase requests and purchase orders. You will use EZReport to look at the data contained in COAD.

Roles of EZReport and ePR

ePR and EZReport serve two very important purposes for bank card holders. The **ePR** system is the mechanism to set aside funds for use with the bank card. With it you establish a commitment to spend some of your organization's money for a particular purpose. EZReport shows you how much of that money you have spent. Charges from your bank card statement are posted against line items, creating obligations and disbursements.

You should use EZReport to validate your records periodically and to ensure that there are no untracked charges. Did you accrue finance charges one month by submitting a late statement? Have charges been obligated against an object class other than the one you expected? Checking EZReport shows you what payments have been made against the funding you originally specified, and gives you a summary of your commitments, obligations, accruals, and disbursements.

Bank Card Accounting Cycle

Within a few days of submitting a bank card PR with **ePR**, you will find the new commitments in EZReport. But due to the bank card billing cycle, it will be some time before the purchases you make today are reflected in EZReport.
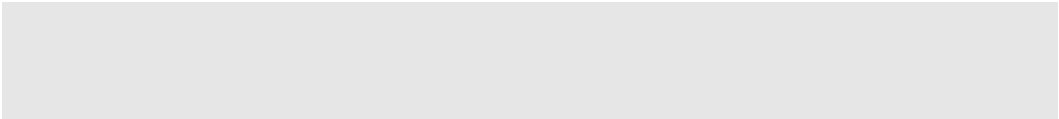
At the beginning of each month, you receive a statement with your previous month's charges. On the 13th of the month, you submit your statement of account to Financial Management. At the end of the month, Financial Management pays your bill and the payments are reflected in EZReport. Consequently, it will be nearly two months before today's purchase on your credit card appears in EZReport.

Note: Transactions are loaded into the accounting system on Monday, Wednesday, and Friday of each week. You will not see either commitments in **ePR** or payments on your bank card on the same day you submit them.

Using ePR to Track Certified Funds

After submitting a bank card PR, you must verify that the funds are certified before purchasing things. To verify that the FM approver has certified funds, follow the instructions in "Checking Total Dollars for Bank Card PR Line Items" on page 11.

The resulting report is a summary of all your bank card line items. Uncertified totals are for PR submissions that have not yet been certified by the FM Approver. Certified totals are the commitments against line items.

Building a Report to Validate Your Records

Once you've purchased items, you can use EZReport to build a report for "balancing" your bank card log.

1. Log on to EZReport.
2. Create a new report named Bank Card COAD.
   a) Choose Current COAD as the file.
   b) Press **F4** to select columns for the report. You will need
      - PR No.
      - Job Order
      - Object Class
      - Program Year
      - Document No.
      - PYTD Commitments
      - PYTD Obligations
      - PYTD Accrual
      - PYTD Disbursements
   c) Move the cursor to PR No. and type **= BANK####*** (#### is your four-digit bank card PR number).
   d) Press **F6** and type **1** next to PR No. (for totals by PR No.) Your EZReport screen looks like this:

```
FQ001P01                    E Z R e p o r t                    11/18/97
FQ001M01                        Builder                       Page 1 of 1

Report Name: BANK CARD COAD                              Width: 114 .
```

   e) Press **F11** to run the report.

Reading the Report

In the report produced by EZReport, the last two digits of the PR No. are the line item number in **ePR**. Each bank card line item will eventually have several entries against it.

- The first line, **without** a Document No., is your unobligated Commitments. This is the funding you have available to spend on a particular line item. (**Note:** Don't forget to subtract any purchases from that total for which you have not yet submitted a Statement of Account!)
- Each subsequent line, **with** a Document No., is a purchase against that line item. Each time you submit a Statement of Account, items on it are posted and the amount deducted from your total commitment. Eventually, when you have spent and/or decommitted all the funds on a bank card line item, the first line will drop off and you have a record of your purchases against a line item.
- PYTD Obligations, Accruals, and Disbursements are as of your **last** submitted bank card statement. For example, if you are looking at EZReport on November 5, the last disbursement was for your October bank card statement, and thus for purchases you made in September.
- Decommits - At the end of the fiscal year, you can move unobligated commitments to the next fiscal year. You may notice at the fiscal year end that your unobligated commitments are obligated and accrued. The bank card administrator does this for you to prevent the funds from being released. Then you submit a bank card PR zeroing out the line and committing the funds to next year.

Creating Other Reports for Your Bank Card

- To see accumulating obligations and disbursements on a monthly basis, use Monthly COAD as the data file. Choose these columns:
    - PR No (1-8)
    - Job Order
    - Obj Class
    - MO PYTD Comm
    - MO PYTD Oblig
    - MO PYTD Accru
    - MO PYTD Disb
- To see individual transactions for the previous three months, use COAD Transactions as the data file. Remember, only the past three months are represented, so totals will not reflect the complete activity on a bank card line item.

Notes